

Event Booking Form

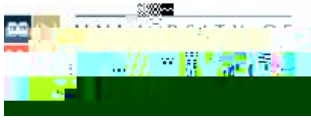
Please complete & return to the Conference Office by email: conference@chi.ac.uk or at the address below:

Event Details

Event Title	
Date of Event	
Number of Day Delegates	
Number of Residential Delegates	
Start Time	
End Time	
Event Duration	
Type of Event (delete as appropriate)	Meeting / Workshop / Presentation / Social / B&B / Other
Event description: Please write a brief description of the proposed event, including any health and safety issues that need to be considered.	

Lecture/Meeting Room Requirements

Main Room Requirements	
Layout / Notes	
Equipment Required	
Additional Rooms Required	
Layout / Notes	
Other information / additional requirements:	

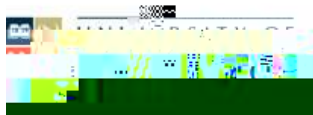


Catering Requirements

Bedroom Requirements (Only available between June and September)

Client Contact Details

Surname		Title
Forename		
Job Title		
Company		
Address		
Town		
County		Postcode
Enquiry Source		
Landline Number		
Mobile Number		
Email Address		



Surname		Title
Forename		
Job Title		
Company		
Address		
Town		
County		Postcode
Telephone Number		
Email Address		

Marketing:

I may be contacted by the following _____ methods (Please tick): **Email:** **Phone:** **Mail:**

Terms and conditions:

I agree (and sign on behalf of all attendees associated with this booking) to abide by the Conference [Terms and Conditions](#). I have received, understood and will comply with the University of Chichester Freedom of Speech [Code of Conduct](#) and that any specific/unusual activities not covered in the generic [Risk Assessment](#) have been highlighted to the Conference Department before signing a written quote.

Authorised to signed on behalf of:

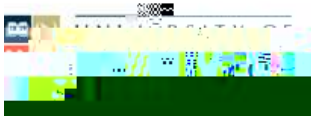
Company: _____

Date: _____

Signature: _____

Print: _____

Position: _____



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Tel: +44 (0) 1243 812120 Email: Conference@chi.ac.uk

Web: